

**DRYDEN
POLICY DIRECTIVE**

Directive: DPD 4530.2

Effective Date: January 1, 1998
Expiration Date: January 1, 2003

Responsible Office: FM/Facilities Maintenance & Logistics Branch

Subject: Emergency Issue of Supplies

1. POLICY

To the maximum extent possible, all issues of supplies held in Dryden's stockrooms will be made during normal business hours (7:30 a.m. to 4:00 p.m., Monday through Friday). Emergency issues will be made only in direct support of an operating research effort (e.g., to prepare an aircraft for flight, etc.).

2. PROCEDURES FOR EMERGENCY ISSUE

A. The authorized person requiring the supplies will call the Security Control Center (SSC). This office is staffed around the clock every day and may be reached by calling (805) 258-3256. The Security Office will seek an approval by calling the authorized person listed on a letter of authorization maintained by the Security Office.

B. All materials removed will be annotated on a DFRC 45 Issue/turn-in request with the minimum information. The authorized persons name, phone number, organizational code, accounting code number, national stock number and quantity with the customer signing the received block and Security signing the filed by block.

Kenneth J. Szalai
Director